

You cannot increase your Weekly Benefit Amount (WBA) by returning to work. The WBA is determined on earnings prior to filing your initial claim and does not change during the life of the claim, or **Benefit Year**. The Benefit Year is the 12-month period beginning with the first day of the calendar quarter in which a valid claim is filed. If you are paid all of your benefits before your Benefit Year ends, you cannot file another new claim until your benefit year ends. For example, if you filed a claim in the first quarter of the year (January, February, or March) your Benefit Year will begin on January 1, and end on December 31.

A **Valid Waiting Period Week** must be served in each Benefit Year before benefits can be paid to you. The waiting period cannot be served before you establish a valid benefit year and you must also file a claim for the week and meet all Eligibility Requirements and not have excessive earnings in order to receive credit for your waiting period. You will not be paid for the Valid Waiting Period Week.

“Please note the changes on page 6 of the handbook that are highlighted in yellow.”

WHAT IS MY MONETARY DETERMINATION?

When you file an Initial Claim, you will receive a form in the mail that is called a **Notice of Monetary Determination**. Examine this form carefully. It shows the wages that have been reported by your employers during all of the quarters of your Base Period. Be sure it includes all employers for whom you worked and all wages paid during the quarters shown. If an employer is missing, if any wages do not belong to you, or if the wages have not been reported correctly, you should immediately contact your local office to file a **Request For Reconsideration**. This request may be filed in person at any DWS local office, or by mailing a signed letter indicating the reason you are requesting a reconsideration. You must file this request within one year of the **Determination date** shown on the Monetary Determination. (See page 25 for an example of this form.)

To qualify you must have covered wages (wages on which your employer has paid UI tax) in at least 2 quarters of your base period; and your total Base Period wages must equal not less than 35 times the Weekly Benefit Amount (WBA).

If your old claim expires, and you want to file for a new claim, in addition to the above requirements, you must also have Requalifying Work; covered work equal to 8 times your new Weekly Benefit Amount earned since the date you initially filed the old claim.